



ADDENDUM TO CIRCULAR MEMORANDUM NO. 65 OF 2022

MY REF: STAFF/GEN/9/01/22 (80) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – DATABASE ADMINISTRATOR II,
POLICY AND PLANNING UNIT, MINISTRY OF HUMAN
DEVELOPMENT, FAMILIES AND INDIGENOUS PEOPLES’
AFFAIRS**

DATE: 5th September 2022

Applications are invited from suitably qualified persons to fill the vacant post of Database Administrator II, Policy and Planning Unit, Ministry of Human Development, Families and Indigenous Peoples’ Affairs.

A. Basic Purpose of Position:

Management of the ICT functions of the Ministry including the FAMCare Software, timely delivery and ongoing support reliable, secure and cost-effective information and communication technology systems, provide administrative and technical support to enable efficient flow of information and reliable performance of all corporate systems applications in support of the MHD FIPA’s programme, communication and operations priority needs and requirement.

The Database Administration is accountable for effective technical leadership, ICT systems administration in accordance with the Ministry’s ICT policy, strategy, security guidelines ensuring compliance to corporate architecture and ICT security.

B. Analysis of Position:

1) Essential Duties and Responsibilities:

- a) Assist in designing and maintaining data management systems for the Ministry of Human Development, Families and Indigenous Peoples’ Affairs.
- b) Management of the FAMCare software system
- c) Management of ICT Systems: Effectively managed the ICT Systems to advance the productivity and effectiveness of the Ministry’s work by designing/implementing effective ICT policy, strategy, technology and systems.
 - c (i) Support the office’s information technology need through seamless integration

- of corporate computer applications with specific local office requirements.
- c (ii) Support the operating systems platforms and maintain operational efficiency and user mobility (laptop/notebooks etc)
- c (iii) Make recommendations on ICT policies, procedures and office ICT systems for improvement through appropriate mechanisms.
- d) Network Administration/Data Communication: Ensure that the Ministry is provided with professional technical support for effective network administration, and data communication.
 - d (i) Manage and support the administration of network, including LAN and WAN. (e.g. Internet)
 - d(ii) Support the effective data communications and provide ongoing monitoring of troubleshooting and enhancement of the effectiveness, reliability and broader ICT coordinator.
- e) User Support & Assistance: Ensure that the Ministry is provided with professional technical support for the user in the area of information technology.
 - e(i) Implement effective user administration
 - e(ii) Ensure that effective and sufficient local Help Desk service facilities are available to users.
 - e(iii) Provide technical guidance and ad-hoc troubleshooting to all users in the Ministry
 - e(iv) Provide user documentation for major systems (SISB, CCT DB Admin, CPS, JJ Admin), specialized advice to users including advising on the use of new application systems and technology
 - e(v) Analyze users' business requirements, upgrade/enhance existing user systems, and perform troubleshooting and provide continuing user support.
- f) Infrastructure and Security: Ensure that the Ministry is provided with effective Infrastructure and security.
 - f(i) Ensure that the appropriate local computing and telecommunications facilities are in place to meet programme, operations and communications requirements.
 - f(ii) Ensure the proper installation of software and hardware in accordance with the ICT policies and procedures
 - f(iii) Ensure that ICT security, firewall administration and antivirus infrastructure are effectively in place, updated and maintained on an ongoing basis.
 - f(iv) Ensure ICT security level monitoring ICT operations perform periodic reviews/monitoring for non-compliance. Review security logs and reports suspicious and/or unauthorized activities.
- g) Communication, Networking and Partnership: Ensure that all of the above tasks are carried out and accomplished through effective communication, networking and partnership.
 - g(i) Facilities coordination and sharing effective information technology activities and practices with colleague ministries and external bodies.
 - g(ii) Provide technical advice to the Ministry staff and other ministry colleagues on data processing, data management and data analysis for basic information management.
 - g(iii) Provide synthesis of ICT evaluation results to the Ministry's senior management, programme and operational staff.
- h) Any other duties which may be assigned from time to time.

2. Qualifications/Experience:

- a) Bachelor's Degree in Information Technology, Computer Science or related field
- b) Three (3) years management experience in the profession work – ICT area

3. Competencies/Skills:

- a) Analyzing; applying technical expertise formulating strategies and concepts, planning and organising.
- b) **Specific Technical Knowledge Required:** Knowledge of office computer and information systems specific to: Network management, networks; Wide area networks; IT security; IT operations and service management fundamentals; office messaging platform, Business process analyses; Relational Database technology.
- c) **Common Technical Knowledge Required:** Knowledge of principles, theories, practices and techniques for managing the activities relating to planning, managing and implementing ICT systems and services; knowledge across multiple technical areas such as ICT administration, system analysis/development methods, d Web management, networking and security, operating systems, applications or business process analysis. As required; ICT policies, procedures and guidelines; Current ICT industry mainstream hardware, operation systems and related software tools and utilities; PC operating systems, their installation, configuration and setup for secure environment; Database software development environment on Microsoft Windows server operating system platform.

C. Reporting Responsibility:

The Database Administrator II will report directly to the Director of Policy and Planning Unit.

D. Accountable for:

Director of Policy and Planning Unit

E. Conditions of Service:

Belize Constitution (Public Service) Regulations 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions which may be issued from time to time.

F. Salary:

Government of Belize Payscale 19 of \$34,979x 1,446 - \$62,453 per annum.

Interested persons in possession of the required qualifications and who have the aptitude for posts of this nature are to submit the below-listed through their respective Chief Executive Officer/Head of Department to the Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs, Sir Edney Cain Building, Belmopan, **no later than Monday, 19th September 2022:**

- Letter of Application
- Resume
- Certified copies of qualification and transcript
- Two (2) letters of recommendation



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: *Chief Information Officer, CITO*
President, PSU
President, APSSM
GEN/4/01/01